



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING PROBATION OFFICER

Class No. 005115

■ CLASSIFICATION PURPOSE

To supervise and coordinate the delivery of a wide variety of probation casework, remedial or preventative services to adult probationers and juveniles; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Supervising Probation Officer is a first line supervisor class responsible for coordinating, directing, scheduling and supervising subordinates in field services, a special program, or an institution such as a probation camp or Juvenile Hall. Under the direction of a Probation Director, Supervising Probation Officers are responsible for making decisions and to ensure that rules, regulations and policies of the Probation Department and State of California are appropriately applied and followed. Supervising Probation Officer differs from the next lower class, Senior Probation Officer, in that the latter is a lead worker which carries a caseload and/or provides direct counseling related services to adult and juvenile probationers, but is not responsible for supervising others. Supervising Probation Officer differs from the next higher class, Probation Director, in that the latter is a program manager responsible for several field units, a major program, or an institution.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

FIELD SERVICES/SPECIAL OPERATIONS

Essential Functions:

1. Plans, assigns and reviews the work of a unit of probation officers providing case work services, field supervision and surveillance to adults, juvenile probationers and gang members.
2. Assigns cases and reviews work in progress to ensure conformance with established time frames and departmental standards.
3. Trains and supervises subordinates on administrative and legal procedures, policies and other information which affects work performed.
4. Consults and assists subordinates with case/project analysis and the formulation or modification of treatment/action plans.
5. Reviews and evaluates case histories.
6. Determines whether case plans and project operations comply with legal requirements and oversees changes to ensure compliance.
7. Appears in court and schedules and oversees court appearances for subordinates.
8. Interprets departmental policies for judges, law enforcement agencies and the public.
9. Prepares and reviews complex reports, letters, documents and directives.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

INSTITUTIONAL SERVICES

Essential Functions:

1. Assists in the planning, programming, and organizing of activities involved in the operation of an institutional facility such as a probation camp or Juvenile Hall.

2. Reviews and recommends operating procedures to ensure that remedial and preventative services are provided for the rehabilitation and treatment of offenders.
3. Serves as a shift supervisor over staff providing services to juvenile and adult probationers.
4. Trains, reviews and evaluates the work of subordinate staff.
5. Reviews case histories and ensures that treatment plans or court directions are followed.
6. Makes administrative and operational decisions in the absence of the Probation Director to ensure facility security and safety of personnel and detainees.
7. Prepares written reports, letters and correspondence.
8. Reviews and updates operational procedures and policies.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Organization and operation of the San Diego criminal justice system including law enforcement agencies.
- Responsibilities, functions and operations of the Probation Department.
- Administrative and operational policies and procedures of the Probation Department.
- Principles and methods of personnel supervision and training.
- Laws, regulations, codes and ordinances pertinent to adult and juvenile detention and probation work.
- Modern trends and techniques of preventative/remedial services applicable to criminal justice programs.
- Counseling theory and methods appropriate for adult probationers and juvenile offenders, detainees or gang members.
- County customer service objectives and strategies.

##### Skills and Abilities to:

- Plan, organize and direct the care and treatment activities of adult and juvenile probationers/detainees in an institutional setting.
- Direct, organize and supervise unit, project and/or institutional operations and activities.
- Train and supervise personnel.
- Review and evaluate written materials such as laws, legislation, reports, case histories, letters and other probation materials.
- Prepare and provide testimony in court.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: A bachelor's degree from an accredited college or university, AND One (1) year of experience as a Senior Probation Officer.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Certification to carry a weapon required for some positions.

Working Conditions

Office environment; exposure to computer screens. Positions in this class will work in the presence of hostile, abusive, aggressive individuals and may be required to use physical restraint when necessary. Some positions in this class require working a variety of shifts (some lasting seven days), which may include days, nights, weekends, and holidays.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: July 22, 1959**  
**Revised: January 14, 2002**  
**Reviewed: Spring 2004**  
**Revised: August 30, 2004**  
**Revised: July, 2005**  
**Revised: March 31, 2006**